

Contract User Guide for OFF40

OFF40 Statewide Contract: Audio, Video, Multimedia Presentation Equipment and Services

UPDATED: 10/30/2020

Contract #:	OFF40
MMARS MA #:	OFF40*
Initial Contract Term:	September 18, 2015 – October 31, 2018
Maximum End Date:	October 31, 2021
Current Contract Term:	November 1, 2018 – October 31, 2021
Contract Manager:	Ashish Patel, 617-720-3190, ashish.patel@mass.gov
UNSPSC Codes:	See Appendix A

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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Contract Summary

This is a Statewide Contract for Audio, Video, Multimedia Presentation Equipment and Services. Professional and/or consumer grade Audio, Video, Multimedia, Studio Production, Presentation, Photographic Equipment and Systems, Peripherals, Supplies, Accessories and Related Services.

Contract Categories

Category 1: Audio Equipment

Audio Mixers, Speaker Systems, Stereo Receivers / Equalizers, Compact Disc Players, AM/FM Radio, Public Address Systems (including Portable), Microphones, Amplifiers, Audio Recorder/Players, Duplicators

Category 2: Video Equipment

Equipment for Videoconferencing, Studio Production, Video Recording, Digital Video Disc Players, Laser Disc Players, Televisions (CRT, Plasma, LCD), Television Monitors/ Monitor Receivers, TV Combo Units (VCR, DVD, BD), Camcorders, Digital Video Recorders, High Definition Cameras (NON-Security Related), Digital Video Editing Systems, Teleprompters, Duplicators, Tripods

Category 3: Presentation Equipment

Video Projection Screens including Rear Projection, Motorized, Tripod, Portable & Wall, Video Plasma Displays, LCD Panels; Visual Presentation Boards, Projectors: LCD, DLP (Digital Light Processing), Overhead, Slide, Film, Film Strip

Category 4: Photographic Equipment

Cameras: Film, Digital Imaging, Studio, Document; Stand Alone Printers for Digital Camera Printing only, 35mm, SLR, small, medium & large format; Film Holders; Slide Printers; Lens Accessories; Film/Digital Post Processing

Category 5: Peripherals, Supplies, Accessories

Products in this category will include those used in relation with the above Product Categories 1-4 - Audio Visual Tables, Carts, Projector Mounting Systems, Podiums, Lecterns, Stands, Equipment Cases, Headphones, Rack mounting Equipment, Test Equipment, Batteries, Chargers, AV Cables, Connectors, Adapters, Patch Panels, Multimedia Consoles, Switchers, Camera Accessories: Various Lenses, Tripods, Fluid Heads; Camera Support Equipment; related Software (OEM and Authoring); Video and photo storage (blank tapes, storage cards/discs)

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Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit [COMMBUYS.com](https://www.commbuys.com) and search for OFF40 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Conversion Vendor" Master Blanket Purchase Order (MBPO) for OFF40 and can be accessed directly by visiting the Master MBPO here [PO-16-1080-OSD01-OSD10-00000005816](#).
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
08. Other states and territories with no prior approval by the State Purchasing Agent required; and
09. Other entities when designated in writing by the State Purchasing Agent.

Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

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Prior approval of the department is required for any subcontracted service of the Contract. Contractors are responsible for the satisfactory performance and adequate oversight of their subcontractors.

Construction Requirements

Purchasers must ensure that **any** services involving construction are limited to \$50,000 or less.

Purchasing entities are responsible for compliance with applicable construction law requirements. Information concerning specific M.G.L. c. 149 and c. 30 construction requirements may be found in the Office of the Inspector General's Public Procurement Charts at: : <https://www.mass.gov/guides-and-advisories-procurement-bulletins-and-forms>. It is the responsibility of the Eligible Entity to determine whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M. Chapter 30B Procurement Assistance from the Office of the Inspector General is available at <https://www.mass.gov/how-to/get-procurement-assistance>. Access the 30B Hotline at 617-722-8838 or email them at: 30BHotline@massmail.state.ma.us.

See [Quotes Including Construction Services Requirements](#) below for information on quoting these types of projects.

Pricing, Quote and Purchase Options

Pricing Options

Discount off of Manufacturers Suggested Retail Price (MSRP): Contract pricing is a specified discount off of the MSRP catalog price.

Obtaining Quotes

Commonwealth Agencies are required to obtain quotes from multiple Statewide Contractors prior to issuing a Purchase Order for goods. This will be done by issuing Closed Bids in COMMBUYS to awarded Contractors. Contractors will be required to use COMMBUYS to submit quotes in response to said Closed Bids. Purchase orders under this contract will be based on awarded Quotes.

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

Purchases made through this contract will be direct, outright purchases

Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by visiting the [vendor information](#) page, where links to all the vendors MBPO's are provided.

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Setting up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or COMMBUYS@state.ma.us.

When contacting a vendor on this statewide contract, always reference OFF40 to receive contract pricing.

Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

How to Purchase From the Contract

- **Select items from a PunchOut catalog and purchase through COMMBUYS**

PunchOut catalogs offer the convenience of selecting Statewide Contract products from a vendor's e-commerce website. The PunchOut or Government to Business (G2B) catalogs are available via COMMBUYS only (login to COMMBUYS and select the settings option in the upper right hand corner [⚙️] and choose the G2B PunchOut option). Once a vendor is selected in COMMBUYS, you are taken to the vendor's e-commerce site. After shopping is complete on the vendor's e-commerce site, selected items are pulled back into COMMBUYS, summarized on a COMMBUYS release Requisition, and are ready to submit for approval. Once approved, it is released to the vendor for processing and fulfillment.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select either:

- The *Quick Reference Guide (QRG)* section and choose the *QRG – Buyer PunchOut Ordering* job aid
- The *COMMBUYS Purchase Orders* section and choose the *How to Purchase from a G2B PunchOut* job aid.

- **Solicit quotes and select and purchase quoted item in COMMBUYS**

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes. Commonwealth Agencies are required to obtain quotes from multiple Statewide Contractors prior to issuing a Purchase Order for goods. This will be done by issuing Closed Bids in COMMBUYS to awarded Contractors. Contractors will be required to use COMMBUYS to submit quotes in response to said Closed Bids. Purchase orders under this contract will be based on awarded Quotes.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

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- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid or one of the quick reference guides.

- **Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS**

How to place an order: Once a product and price is determined, the ordering process is as follows:

1. Initiate a new requisition
2. Search for an item or item category in the Item Description field in the Advanced Search box on the Items tab. Enter "OFF40" in the Contract Description field
3. Select the vendor you will be placing an order with
4. Select the appropriate catalog line
5. If using a zero-dollar line (such as a general category line), enter the total price with discount factored in (reference Price Sheet on vendor MBPO Attachments tab for discounts). Otherwise you may choose specific product line items with associated contract pricing.
6. Attach the vendor quote and/or a detailed order summary
7. Submit for approval

Obtaining Quotes

Contract users should always reference OFF40 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

For a full description of how to complete a quote in COMMBUYS visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid.

Quotes Including Construction Services

Please note specific requirements that apply for quoting construction services, depending upon the scope of your bid:

- Where the construction services are less than \$10,000: Select a vendor based on sound business practices, consistent with your entity's procurement policies and procedures.
- For construction services valued from \$10,000-\$50,000: Must solicit a minimum of three quotes and receive two written responses; award to lowest responsible bidder.

Prevailing Wage Requirements

The buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at www.mass.gov/dols. Questions regarding the Prevailing Wage Law may be answered by

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accessing the DLS website or by calling the DLS Prevailing Wage Program at (617) 626-6953. For this contract, Prevailing wage may apply to services purchased under this contract, such as installation or movement of equipment.

If prevailing wage is required, make sure to include this information in your quotes or bids so vendors know to include prevailing wage.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

Contract Exclusions and Related Statewide Contracts

Leasing is not available on this contract. Leases may be procured through ITC70 IT Asset Leasing. TELP-eligible leases may be procured through PRF54. Please see the Contract User Guides for these statewide contracts in order to understand how they may be used with this statewide contract.

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Shipping/Delivery/Returns

Shipping, Delivery and Acceptance: Delivery must be F.O.B. Destination, freight prepaid, with all product costs (including all delivery expenses) included with Contractor's response to Purchasing Entity's request for quote. F.O.B. destination shall mean inside delivery to the ordering entity's requested destination. Freight charges, if any, must be identified at the time of the quote response. Freight charges identified after the quote is accepted will not be paid. Freight charges must be no more than the actual freight charge paid by the Contractor.

The Contractor must be responsible for the delivery of products in first class condition at the point of delivery, and in accordance with good commercial practice. Partial shipments may be made only with the express written permission of the Purchasing Entity.

All Bidders must agree to deliver items within five to fourteen calendar days of receipt of an order if the item ordered is an in-stock product. If the product is out-of-stock or a customized order, the delivery date must be mutually agreed upon with the Purchasing Entity. If the Vendor finds that any order cannot be delivered at the agreed upon delivery date, the Vendor must notify the Purchasing Entity of the projected delivery date at time of order or within twenty-four (24) hours of receipt of an order.

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Product returns: A Purchasing Entity is allowed a period of 30 calendar days after the receipt of an order to make any returns. The 30 day return policy is a requirement unless the Vendor at time of order clearly states in writing to the Purchasing Entity that an item is not returnable. All items being returned by Purchasing Entity must be in their original packaging and in saleable condition.

Geographical Service Area

All vendors on this contract have been awarded statewide coverage.

Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.

If the Needed Product Can Not be Found

If a product cannot be found in the vendor's catalog, price sheet or PunchOut, it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the product meets the scope of the product category, the vendor may be able to add it to their product offerings with approval from the SSST.

Performance and Payment Time Frames Which Exceed Contract Duration

All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than 12 months beyond the current contract term of this Statewide Contract as stated on the [first page](#) of this contract user guide. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

Strategic Sourcing Team Members

Tim Kennedy, Operational Services Division

Michael Woods, Operational Services Division

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Vendor List and Information*

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OPERATIONAL SERVICES DIVISION

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Discounts (PPD, Dock Delivery, Other)	MBE MWBE WBE Veteran
Conversion Vendor	<u>PO-16-1080-OSD01-OSD10-00000005816</u>	Ashish Patel	617-720-3190	Ashish.patel@mass.gov			
Access A/V, LLC	<u>PO-16-1080-OSD03-SRC01-00000007170</u>	Mike Berardinangelo	(603) 224-2300	purchasing@accessavnh.com	1,2,3,5	10 days – 2% 15 days -1%	
Adtech Systems, LLC	<u>PO-16-1080-OSD03-SRC01-00000006570</u>	Kristine Lyman	(978) 261-1101	kristine.lyman@adtechsystems.com	1,2,3,5	N/A	
Audio Visual Innovations, Inc.	<u>PO-15-1080-OSD01-OSD10-00000005805</u>	Cindy Turner	(813) 884-7168 X2062	Cindy.Turner@avispl.com	1,2,3,4,5	10 days – 1%	
Carousel Industries	<u>PO-15-1080-OSD01-OSD10-00000005801</u>	Lauren Testa	(401) 583-4465	ltesta@carouselindustries.com	1,2,3,5	10 days – 2%	
CCS Presentation Systems	<u>PO-15-1080-OSD01-OSD10-00000005799</u>	Cheryl Gamst	(978) 256-2001 x255	cheryl@ccsnewengland.com	1,2,3,4,5	20 days – 1.5%	MBE, WBE
CDW Government, LLC	<u>PO-15-1080-OSD01-OSD10-00000005809</u>	Radhika Krishna	(312) 547-7064	radhkri@cdwg.com	1,2,3,4,5	10 days – 2% 15 days – 1%	
DGI Technologies	<u>PO-15-1080-OSD01-OSD10-00000005793</u>	Tom Brunelle	(603) 475-2425	tbrunelle@dgicomunications.com	1,2,3,4,5	10 days – 1% 15 days - 0.75% 20 days – 0.50%	
HB Communications	<u>PO-15-1080-OSD01-OSD10-00000005808</u>	Matt Rose	(203) 747-7092	matt.rose@hbcommunications.com	1,2,3,5	10 days – 2% 15 days -1%	
HUB Technical Services	<u>PO-15-1080-OSD01-OSD10-00000005810</u>	Joseph Lovetere	(508) 238-9887	jlovetere@hubtechnical.com	2,3,5	10 days – 2% 15 days - 1% 20 days – 1%	
Ockers	<u>PO-15-1080-OSD01-OSD10-00000005802</u>	David Mitchell	(508)313-5133	dmitchell@ockers.com	1,2,3,4,5	10 days – 3% 30 days – 2%	
Pro AV Systems	<u>PO-15-1080-OSD01-OSD10-00000005803</u>	Kimberly A Bishop	(978) 692-5111 x8729	kbishop@proavsi.com	1,2,3,4,5	10 days – 2% 15 days – 2% 20 days – 1% 30 days – 0.50%	MBE/WBE

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Red Thread	PO-16-1080-OSD03-SRC01-00000007328	Wayne Orio	(617) 439-4900 x5679	worio@red-thread.com	1,2,3,5	10 days – 0.50% 15 days – 0.40% 20 days – 0.10%	
RnB Enterprises	PO-15-1080-OSD01-OSD10-00000005797	Susan Boutote	(800) 998-8865	sales@rnbenterprises.com	1,2,3,4,5	10 days – 1%	
Shanahan Sound & Electronics	PO-15-1080-OSD01-OSD10-00000005798	Catherine Shanahan	(978) 453-1556	catherine@shanahansound.com	1,2,3,5	10 days – 2% 15 days – 1%	WBE
SIGNET Electronic Systems	PO-15-1080-OSD01-OSD10-00000005804	Gregory S. Hussey	(781) 871-5888	greg.hussey@signetgroup.net	1,2,3,5	15 days – 1%	
Troxell Communications	PO-15-1080-OSD01-OSD10-00000005806 G2B PO-18-1080-OSD08-OSD08-12416	Marian Hanneken Jerry Scacchitti	 (800) 352-7912	 marian.hanneken@trox.com jerry.scacchitti@trox.com	1,2,3,4,5	10 days – 1%	
Valley Communications Systems	PO-15-1080-OSD01-OSD10-00000005800	Mike Tremble	(413) 592-4136	miket@valleycommunications.com	1,2,3,4,5	10 days – 1.5%	
W.B. Hunt dba Hunt's Photo & Video	PO-15-1080-OSD01-OSD10-00000005796	Roger Treadwell	(781) 462-2343	rtreadwell@huntsphoto.com	1,2,3,4,5	20 days – 1%	

* Note that COMMBUYS is the official system of record for vendor contact information.

**The Conversion Vendor MBPO] is the central repository for all common contract files. [Price files may be found in the individual vendor's MBPO.

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Appendix A: UNSPC codes

United Nations Standard Uniform Product and Services Codes used in OFF40

45-11-00-00-0000	Audio and visual presentation and composing equipment
45-12-00-00-0000	Photographic or filming or video equipment
45-13-00-00-0000	Photographic and recording media
45-14-00-00-0000	Photographic filmmaking supplies
72-15-16-04-0000	Telephone and telephone equipment installation service
72-15-16-05-0000	Voice and data and video wiring service.
80-10-16-04-0000	Project administration or planning
86-10-18-00-0000	In service training and manpower development

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